



BALDWIN COUNTY COMMISSION

PLANNING AND ZONING DEPARTMENT

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Sign Application Submittal Checklist

- _____ **Baldwin County Sign Application**
- _____ Application Fee (*see current fee schedule*)
- _____ Agent Authorization Form (*if person other than property owner is applying*)
- _____ Plot Plan or Survey – indicating the proposed location of the sign to be erected and the setbacks from property lines.
- _____ Plans and Specifications must include the following information:
 - Lot frontage on all street rights-of-way.
 - Façade area of any wall on which a sign is proposed to be placed.
 - Dimensions of the sign's supporting members.
 - Maximum and minimum height of sign, as measured from finished grade.
 - Dimensions and elevations (including the message) of the sign.
 - Location of the sign in relation to property lines, public rights-of-way, easements, buildings and other signs on the property.
 - For illuminated signs, the type placement, intensity and hours of illumination.
 - Construction and electrical specifications, to enable determination that the sign meets all applicable structural and electrical requirements of the building code.
 - Value of the proposed sign.
 - Number, type, location and surface area of all existing signs on the same property and/or building on which the sign is to be located.
- _____ Any other information deemed necessary to complete review